

**Mobile Elementary School District No. 86**  
42798 South 99<sup>th</sup> Ave \* Maricopa, Arizona 85139  
Telephone: (520) 568-2280 \* (520) 568-3947  
Fax: (520) 568-9361

**JOB OPPORTUNITIES**  
**Posting Date: 08/01/2022**  
**Closing Date: Immediate Opening**

Applicants interested in the following position(s) should make application to the Superintendent by submitting a letter of interest, resume, application and three letters of reference.

**Office/Clerical Assistant Position:**

- **Office/Clerical Assistant to perform clerical and office-related tasks as requested by superintendent as needed and/or requested for efficient school operations**
- **Must be highly proficient in Microsoft Office and using a variety of technology, computer programs, and office equipment to perform clerical and office related tasks**
- **Must be organized with the ability to plan, organize, and perform with efficiency and orderliness**
- **Must be willing and capable of receiving direction and be motivated to perform high quality work within efficient time parameters.**
- **Pay is \$16.00 to \$19.00 per hour depending upon experience and qualifications; Go to [www.mobileesd.org](http://www.mobileesd.org) for application and job description, or call (520) 568-2280.**

The Mobile ESD No 86 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For any inquiries regarding non-discrimination policies contact the District Office at 42798 S. 99<sup>th</sup> Ave. Maricopa AZ 85139 Phone: 520-568-2280.